

MINUTES OF
BRISTOL RAMBLERS GROUP COMMITTEE MEETING
29th FEBRUARY 2024, BRADBURY HALL, HENLEAZE

0 ATTENDEES

Heather Toyne (Chair), Peter Budden, Tony Parsons, Keith Budd, Sarah Marshall, Bob Gibson, Carew Reynell, Sue Fox, Ceiswyn Blake, Andy Steward.

1 APOLOGIES AND WELCOME

HT welcomed everyone to the meeting, in particular Andy Steward, who attended as an Observer, having seen the open invitation to Bristol Ramblers members who are not currently Committee members to attend. Any other Bristol Ramblers members are welcome to attend the next meeting. There were no apologies for absence.

2 MINUTES OF LAST MEETING

The minutes (Draft 3, dated 5th February 2024) of the last meeting, held on 10th January 2024, were accepted as an accurate record of the meeting.

3 ACTIONS FROM LAST MEETING

The actions to ensure walk coordinators have copies of the Walk Fest Evaluation Forms and for CB to include advice in eBoot on the procedure for notification of cancelled walks remain open. It was noted that SM had also agreed to attend the March meeting of the Walk Fest Steering Group. All other actions had been completed.

ACTION CR/KB to ensure walk coordinators have copies of the Evaluation Forms for distribution to leaders

ACTION CB to add advice in eBoot on the process for notification of cancelled walks

ACTION SM will attend the March Walk Fest Steering Group meeting

4. WALK FEST

The minutes of the Walk Fest Steering Group meeting held on 6th February 2024 were distributed to this Committee prior to the present meeting; see Attachment 1. SM had attended the meeting and indicated that there was nothing further to add.

The Evaluation Forms for Walk Fest 2024 were not yet available. HT noted that there had been some dissatisfaction expressed concerning the nature of the questions on last year's forms.

A large number of walks have been offered to Walk Fest 2024 from Bristol Ramblers due to the efforts of walk coordinators, which the Committee gratefully acknowledged; see Attachment 2. HT also thanked CR for his efforts in this respect and agreed to write to walk co-ordinators to thank them. CR agreed to write to those leading walks in North Somerset to let them know that they would be part of the North Somerset Walk Fest as well as the Bristol one.

ACTION HT to write to co-ordinators and thank them for their help in encouraging leaders to provide walks for the Walk Fest

ACTION CR to write to relevant leaders to let them know they would be part of the North Somerset Walk Fest

5 WALK NUMBERS AND ISSUES

SF reported on Saturday and Wednesday walk numbers. For Saturdays, numbers varied between 4 and 25 with an average of 16, the lowest figures likely due to poor weather conditions. SF noted that the programme content relied heavily on walks from Aubrey Newport. Wednesday participation ranged from 4 to 15 with an average of 11. There had been no walks on 2 Wednesdays.

Attendance on B walks had been between 6 and 22 with an average of 16, the 6 being on Christmas Eve.

Attendee numbers on A walks have ranged between 5 and 13, averaging 10. Conditions underfoot have been incredibly wet, which has been keeping some regulars away. One problem was noted: 2 walkers had gone directly to the expected start of a walk without informing the leader of their intentions. The starting place had, however, been changed. The ongoing action to clarify the procedure for notifying cancellations of walks was noted in this regard.

BG also reported that there had been 9 attendees on the recent 'Introductory A' walk, with 4 being actual new members. The next such walk was due to be held shortly. The outcome of the trial of Introductory A walks will be discussed at a later Committee meeting.

6 FIRST AID TRAINING

The 1-day Emergency Outdoor First Aid course has been arranged for 25th April. There have been 14 volunteers to attend the course (see Attachment 3) from across the 4 walking grades. HT queried whether the Committee was content with paying an extra £90 + VAT for the additional 2 attendees in excess of the 12 that have been paid for. After some discussion, noting that some people might drop out before the day of the course, it was agreed that CR and HT would be designated as reserve attendees. Hence attendance will be limited to 12. HT stated that she will send out course information to those on the list and ask that they confirm that they will still attend.

ACTION HT to send first aid course information to the 12 proposed attendees and request confirmation of their participation

After the first course has been held, the Committee will discuss its outcome and consider whether further courses should be arranged or an 'in house' option adopted.

ACTION Committee to consider either running another course if there is sufficient demand, or to use the skills gained to run an internal course for those not able to attend the first course

7 DOCUMENT RETENTION POLICY

CR described his recommendations (see Attachment 4) for a document retention policy. These proposals were broadly accepted but a few concerns were raised in discussion.

BG remarked that strict compliance with the recommendations risked deleting much of the Group's history and suggested that individuals should be able to retain copies of documents on their own computers for their individual use. This approach was accepted by the Committee.

It was also understood that meeting the new policy required a rolling programme of deleting records on the Group website in accordance with the agreed retention periods.

The committee agreed that minutes, annual reports, eBooks and programmes should be retained on the Bristol Ramblers website for 3 years, and that communication with members would take place through the website and eBook to enable members to download any documents they wished to keep beyond those dates. Financial information would be kept for 6 years. The Committee was assured that the

Bristol Group complies with the latest GDPR guidance with regard to distribution lists and that no changes were required to current practice.

DECISION Financial documents should be retained for 6 years

DECISION Walk programmes, minutes of meetings, annual reports and copies of eBoot should be retained for 3 years

ACTION CR/SM to propose wording for eBoot to notify readers of the policy for retention of documents on the Group website, including the deletion of old records. and that they are able to download copies for personal use

8 DATABASES/LISTS OF PERSONAL INFORMATION

There was discussion regarding current storage of personal information of members following the recent issue by Ramblers HQ of Guidance for Membership Secretaries (Attachment 5).

The Chair sought assurance that Bristol Ramblers complies with the recommendations set out in the Guidance for Membership secretaries. TP explained that he had not retained information, but used Mailchimp to contact those who have asked to receive information on changes to walks. He also has contact details for walk leaders and coordinators who need to be contacted from time-to-time. There are no other lists retained for the use of the Bristol Ramblers Group.

BG stated that it used to be the case that consent from members was needed for receipt of marketing information but that this was now apparently not the case. It was unclear if the list for the 'other mailings' category was still available for use.

BG and KB pointed out that there is no opportunity for members to express a preference to receive newsletters on Assemble or Walks Manager, or the National website. No change is required to eBoot distribution as this is already compliant with requirements as far as possible, and the list of recipients is deleted after each distribution,

9 WEBSITE

The seasonal photo was due to be changed and SM undertook to seek an appropriate photo for the website.

ACTION SM to change the picture on the Group website to reflect the change in season

TP noted that the current version of the Joomla software used on the site is now Joomla 5. TP asked to be informed of any problems with the site, on either laptop or smartphone platforms. There is a feature to provide rotating photos, but there was consensus not to use this as these were considered to be potentially visually disturbing.

ACTION All to inform TP of any problems with use of the Group's website

TP stated that he has not yet been able to find a solution to the difficult issue of ordering of results from Google searches for Bristol Ramblers.

10 AGM WEDNESDAY 16th OCTOBER

It was likely that Lesley Insall will give a talk at the AGM but this needs to be confirmed. Paula Cannings was the back-up should Lesley be unable to give the presentation.

HT noted that PB be relinquishing his position as Minutes Secretary. HT asked whether there were any volunteers for the latter role, with perhaps the minutes being taken on a rolling basis if not. She also asked if anyone intending to stand down from their current position on the Committee to let her know before the next meeting if possible.

ACTION All to notify HT if they are interested in taking over as Minutes Secretary or if they are aware of anyone who might be interested who is not currently on the Committee

It was also agreed that the forthcoming AGM be advertised as an 'event' on Walks Manager.

ACTION TP/SM to add the October AGM as an 'event' on Walks Manager

11 TREASURER'S REPORT

See Attachment 6.

BG noted that the Group's finances were actually spread across 3 separate accounts with Unity Trust Bank although these did not coincide with the usual categorisations into 'Restricted' etc that are reported to the Committee. BG considered that it would be much simpler if these 3 accounts were consolidated into one, and requested the Committee's agreement to this move. This was agreed.

DECISION The Committee agreed that the 3 accounts at Unity Trust Bank held by Bristol Ramblers be consolidated into a single account

12 DLYW UPDATE

BG noted that the budget allocated to this activity is with Area but funds can be retrieved when needed.

KB raised the issue of the Darley Close path. A DMMO is planned and a letter has been sent to the landowner in this regard and the footpath will be adopted following this process.

12 AREA COUNCIL/NATIONAL UPDATE

The Area AGM was held on 24th February at Somerdale Pavilion, Keynsham. There were about 40 people in attendance. A few main points from the AGM were summarised to the Committee, e.g.: Groups were challenged on their strategy for developing leaders; and Area is critically examining Assemble.

HT summarised the status of the National Safety Project – see Attachment 7.

13 FUTURE MEETINGS

The next Committee meeting will be arranged by Doodle poll following this present meeting but is likely to take place in June at Bradbury Hall. As noted earlier in the agenda, the 2024 Group AGM is to take place on Wednesday 16th October.

15 ANY OTHER BUSINESS

A request from Susan Carter to waymark parts of the Gordano Round was mentioned. It was agreed that this was not the responsibility of Bristol Ramblers but fell within the remit of North Somerset or Clevedon Ramblers. TP noted that he had contacted North Somerset Ramblers in this respect but had not yet received a response.

There was no other business raised. HT closed the meeting and thanked everyone for their participation.

Peter Budden

25th March 2024 (Draft 4 for approval by Committee)

LIST OF DECISIONS

- DECISION** The Committee agreed that the 3 accounts at Unity Trust Bank held by Bristol Ramblers be consolidated into a single account
- DECISION** Financial documents should be retained for 6 years
- DECISION** Walk programmes, minutes of meetings, annual reports and copies of eBoot should be retained for 3 years

LIST OF ACTIONS

- ACTION** CR/KB to ensure walk coordinators have copies of the Evaluation Forms for distribution to leaders
- ACTION** CB to add advice in eBoot on the process for notification of cancelled walks
- ACTION** SM will attend the March Walk Fest Steering Group meeting
- ACTION** HT to write to co-ordinators and thank them for their help in encouraging leaders to provide walks for the Walk Fest
- ACTION:** CR to write to relevant leaders to let them know they would be part of the North Somerset Walk Fest
- ACTION** HT to send first aid course information to the 12 proposed attendees and request confirmation of their participation
- ACTION** Committee to consider either running another course if there is sufficient demand, or to use the skills gained to run an internal course for those not able to attend the first course
- ACTION** CR/SM to propose wording for eBoot to notify readers of the policy for retention of documents on the Group website, including the deletion of old records. and that they are able to download copies for personal use
- ACTION** SM to change the picture on the Group website to reflect the change in season
- ACTION** All to inform TP of any problems with use of the Group's website
- ACTION** All to notify HT if they are interested in taking over as Minutes Secretary or if they are aware of anyone who might be interested who is not currently on the Committee
- ACTION** TP/SM to add the October AGM as an 'event' on Walks Manager

ATTACHMENTS

ATTACHMENT 1 – Walk Fest Steering Group Minutes



Bristol Walk Fest 2024: Steering Group Meeting Tuesday 6th February, 10.00-11.00

Invitees: Jennifer Graham (chair); Karen Lloyd (AUKB); Veebs (Walk Fest marketing)
Suzanne Audrey (BWA); Jen DeKalb-Poyer (AUKB); Sarah Marshall (Bristol Ramblers); Ben
Bowskill (Sustrans); Janine Alexander (Visit West)

Apologies: Charlee Bennett (Your Park); Darron Hamilton (BCC);

C.C: Alan Morris (BWA); Sage Fitzpatrick-Moore (Go Jauntly); Eileen Bartlett (Bristol
Ramblers)

MINUTES

1. Introduction / apologies

- Janine can't make Tuesdays at this time. We will update the meetings to 11am - same dates
- **ACTION** – Jen to update meeting invites

2. Minutes / actions from last meeting

- Cotswold Outdoor weren't able to support this year with vouchers for surveys
- **ACTION** – all to consider putting an ad in the programme
 - Full page - £500
 - Half page - £300
 - Quarter page - £175
- **ACTION** – Karen to contact Wesport to see if they want to put a 'Fall Proof' advert into the programme
- Bristol Ramblers ad is nearly done, awaiting finalisation
- Karen and Ben met to discuss other opportunities for Sustrans involvement (not financial). They discussed the UoB internship and Sustrans taking on hosting of Walk Fest going forwards
 - Intern - this is a maybe. There is a job vacancy approval to go through which would work. There is some admin but we should know in one week
 - **ACTION** - Jen to send over agreement from UoB
 - **ACTION** - Jen to follow up with UoB and the Intern
 - Hosting Walk Fest - would be a challenge due to staffing restructure and resource but would like to remain involved
- Jen shared the provider registration form in the last steering group minutes
- **ACTION** – if you haven't, please distribute the provider registration form to your network
- **ACTION** – Darron to get back to Veebs re contacts to feed into press releases
- Janine contacted Go Jauntly and Veebs re Instagram takeover - date is set
 - **ACTION** – Veebs to factor this into comms plan
- Jen updated partners page and wording
 - **ACTION** – Jen to remove Modeshift STARS from website
- **ACTION** – Charlee to send new Your Park logo to Jen



- **ACTION** – Charlee to pick up with Jen about map of green spaces included
- Sustrans event confirmed for 12th March. We will get 100 flyers printed for it
- Janine sent Veebs the round up report - all messages to be sent via Walk Fest email address ie. info@bristolwalkfest.co.uk
- Jen sent calendar invites for all future meetings

3. **Funding / sponsorship / budget update**

- Ellis Brigham have come on board as a Bronze level sponsor with a £1,000 package, as well as a full page ad in the programme and £100 of gift vouchers for the surveys
 - **ACTION** - Karen to chase up EB on payment
- Karen working through budget with AUKB finance

4. **Event submissions to date**

Number of walks: 19

Number of providers: 14

- Robin Tetlow has offered to speak at an event - potentially a launch event
- **ACTION** - Jen to look into if local elections make a clash with launch date?
- **ACTION** - Jen to contact book shops and look into venue options (Stanfords, Book House)
- Max Minerva's walk was the most popular on social media
- Suzanne could organise a talk. No longer walks for university so wouldn't be able to host at the Watershed
- **ACTION** - all to think about guest speakers (they don't need to be a BWF provider) for the event, or other events
- **ACTION** - Suzanne to think of a speaker as she'll be away
- **ACTION** - Queer Hiking Bristol - Ben to seek permission to share their contact details with BWF/Jen/Veebs
- **ACTION** - Janine to ask the Visit Bristol team about venues if needed. Jen will follow up

5. **Marketing and Comms**

- Press release was circulated to the steering group and has since been distributed
- Next press release to be prepared re launch and stand out events - ideally by beginning of April, so need info by end of March
- Social media ticking along
- **ACTION** - all to like and interact with social media posts
- Small tweaks being made to the website
- At present we are unable to go ahead with the UoB Intern. They need to be a PAYE employee and Age UKB are unable to set this up



7. Programme

- **ACTION** - all to send Jen most up to date logos if they need changing from 2023
- **ACTION** - Jen, Karen and Veebs to confirm images on updated cover

8. Evaluation

- **ACTION** - Jen to speak to GJ re 3 questions on GJ app / survey
- **ACTION** - Jen to share survey and evaluation report from 2023

9. AOB

- North Somerset Walk Fest is launching this year - it will be a sister event to BWF, sharing a brand identity. Jen is working on it as a freelancer with the NS council team
 - **ACTION** - Veebs to lead on a joint press release nearer the time
 - **ACTION** - Jen to send all the info/website/registration link to NSWF
 - **ACTION** - Jen to intro Janine to Kira re Visit Weston
 - **ACTION** - Jen to ensure the Age UK Somerset logo goes on all promotional material including their programme and webpage
 - **ACTION** - Jen to look at which walks can be featured in both programmes – eg. Leigh Woods and Ashton Court (technically N Somerset but regarded as Bristol)
- **Date of next meeting**
 - Tuesday 5th March, 1100-1200

ATTACHMENT 2 – Bristol Ramblers Walks for Walk Fest 2024

1st	Long Ashton and Ashton Court	Dorothy G	
1st	Abbot's Pool	Wendy	
2nd	Bishops Knoll	Heather	
2nd pm	Riverside Revelations	Keith	
4th	Failand bluebell walk	Dorothy G	
5th	Chew Valley	Aubrey	
5th	Paradise Bottom and 50 Acres	Bob	
7th	Seven parks walk	Mandy M	
7th	Westbury Weaver	Marlies	
7th pm	Long Ashton and Failand	Tony	
8th	Leigh Woods and Nightingale Valley	Anne C, Mick B	
8th pm	Henbury Greenway	Keith	
9th	A Brunel, Banksy and botany fest	Graham	
11th	Waterfall walk	Diane B	
11th	Badocks Wood, Brentry and Southmead	Sue F	
14th	West Bristol explorer	Paula C	
14th pm	Purdown and Eastville Park	Roger G	
14th pm	Westbury Weaver	Marlies	
15th	Sea Mills circular	Patsy	
15th pm	Blaise Maze	Keith	
16th pm	Maes Knoll	Tony	
17th	Around Stoke Bishop and Coombe Dingle	Andy S	
18th	Clutton to Folly Farm	Aubrey	
19th	Nailsea round	Mandy M	
20th	Abbot's Pool	Wendy	
21st	Paradise Bottom and Abbots Leigh	Peter D	
21st pm	Ashton Court and Clifton	Roger G	

22nd	A Dundry round	Patsy	
22nd pm	Lawrence Western Moor	Keith	
24th	Sea Mills to	Graham	
25th	Bishops Knoll	Heather T	
28th pm	Stapleton and Greenbank	Keith	
29th	Floating harbour	Margaret R	
30th pm	Hambrook figure of eight	Keith	
	Horfield Strollers x2	Eileen	

ATTACHMENT 3 - One day Emergency Outdoor First Aid

Thursday 25th April

Background

Walk coordinators have contacted leaders, and as a result the following people have asked to attend the one day first aid course.

- Bob Gibson
- Carew Reynell
- Rosemary Dan
- Wendy Britton
- Mikiko Tanda
- Nigel Andrews
- Heather Toyne
- Chris Saunders
- Mandy Macdonald
- Clive Richardson
- Roy Marshall
- Anne Castle
- Peter Hammonds
- Susan Fox

This totals 14 people, spread across all 4 Bristol Ramblers walk grades. As agreed at the January committee meeting, 12 places have been paid for. However, there are 14 people wishing to join. This will mean an additional cost of £90 plus VAT. The alternative would be to choose two people not to attend, and to consider a further course later in the year, as there were at least a further 3 people who would have liked to attend but could not make the date.

Recommendation

The committee is asked to agree a further £90 plus VAT to enable all 14 applicants to attend.

ATTACHMENT 4 – Document Retention Policy

Document retention policy

The Charity Commission's general advice is that the accounting records of a charity must be retained for a minimum of six years, and it recommends that other important records are retained for a similar period. But note that we are not responsible for the charity's records - that responsibility lies with Central Office, and they collect (and retain) the information that they need from groups/areas. They have little in the way of requirements that groups/areas retain information.

It is tempting to hold on to documents to provide a historical record and/or just in case they are ever needed. Storage capacity for digital documents is effectively infinite and free. But weighing against this is the administrative burden of retaining documents in an orderly fashion, particularly when responsible officers change. Data Protection legislation generally requires the deletion of personal information where there is no sound reason for retaining it. And it must be asked how often, in practice, documents more than one or two years old are actually referred to. My suggestion is that we resist the temptation to hang on to documents forever, and adopt a rule of thumb of 3 years.

	Retention period	Responsible officer		
AGM papers (Annual Reports, Final Accounts, minutes)	3 years	Minutes Secretary		Annual reports and minutes are archived on the website. *
Minutes of Committee meetings	3 years	ditto		These are archived on the website *
Accounting records	6 years	Treasurer		
Walks programme	6 years, to allow analysis of long-term trends	Programme Coordinator		These are archived on the website. Also since last June these are stored on the ramblers walks manager. Not sure how long for. Old walks can be duplicated and used again for a future date.
Newsletters	3 years	Newsletter editor		These are archived on the website *
Risk assessments for walks	3 years (Central Office requirement)	Secretary		I thought these were generally stored by the walk leaders.

	Retention period	Responsible officer		
Documents relating to incidents on walks	Should not be retained once reported to Central Office	Secretary		
Documents relating to PROW/DLYW issues	Until any DMMO has been determined	DLYW Coordinator		

- These documents are very easily added to the archive. The titles are listed on the website in date order (newest first).
- They are backed up every week along with the rest of the website.

Data protection guidance for membership secretaries

In this guidance we will cover:

- The basics
- Your responsibilities
- Communicating with your members
- How to keep data safe
- Data breaches and what to do

The basics

Why is data protection so important?

People trust the Ramblers with their personal data, and we'd never want to break that trust. But the laws around data protection were also made stricter in May 2018 and you've probably heard a lot about the UK GDPR (General Data Protection Regulation). The biggest change is that the fines for getting it wrong are so much more – up to €20m (about £17 million pounds). So it's really important that everyone plays their part in keeping personal data safe.

What is personal data?

It's any information about a living person who can be directly or indirectly identified by it. That could be as simple as a name or a membership number, but it could also include other things such as a postcode or phone number.

What is data processing and how am I involved?

The UK GDPR, like the Data Protection Act, is about how personal data can be processed.

Data processing means:

- Collecting data
- Storing and holding data (electronically or in paper-based filing systems)
- Doing anything with data (such as organising it, correcting it, getting it from the Insight Hub or receiving an email, disclosing it, erasing it or destroying it).

How you or people in your group may process data includes:

- Using the membership lists to send out your walk programme or newsletter
- Publishing a walks programme which includes walk leaders' personal data

The Ramblers is the named data controller – so we are legally accountable for the decisions, processes and data that is processed on behalf of the Ramblers, whether that is by staff, suppliers or your group/area.

Special category data

There are extra (strict) rules when it comes to special category data. Information about someone's ethnicity, race, political affiliation, health, religion, union membership, sexual orientation, etc. is all special category data. Area and group volunteers usually don't need to have this information but if you think you do, please ask for help from dataprotection@ramblers.zendesk.com.

Health information is also special category data. The Incident Report forms do ask for details that may constitute health data, but we've made sure that everything we collect and process in this regard is legal. Please don't collect any unnecessary health information from members as you're likely to be breaking data protection laws. Remember to encourage your members to carry one of our In Case of Emergency cards instead.

What data can I collect about members or volunteers?

In your group you may need to collect or process data to help you effectively run key activities. For example you may have a WhatsApp group for walk leaders, a paper walk register, or keep records of who has booked on a coach trip.

We ask that you keep the additional information you collect to the minimum that you need to conduct your activities, and always store this information in a safe and secure way.

Information about your members is available for you on the Membership Secretary dashboard on the Insight Hub. This is the most up-to-date information that we have on members – it's updated every day. You can also provide access to 1–2 additional people to this dashboard.

What are my responsibilities as a Membership Secretary?

You have access to more information about members than anyone else in your group. As well as being responsible for how you use this data, you're also an ambassador for best practice in protecting personal data. You can help volunteers in your group understand:

- The importance of data protection
- The consequences of getting it wrong
- Basic good data protection practices, such as using BCC in group emails

You're also responsible for making sure that anyone wanting to use the data lists:

- Has a specific and legitimate reason for wanting to contact members
- Understands whether or not they have to apply the marketing preferences
- Only has the data that they actually need
- Knows how to keep the data safe

How do I communicate with our members?

To make it as easy as possible, we'll concentrate on the main uses of data you may have.

Sending walks programmes, member surveys or volunteer opportunities

Many members will join the Ramblers because they are interested in attending your group walks, social events or hearing about opportunities to get involved in volunteering. You can therefore send these using the legal basis of "contractual" communication. You just need to be mindful that the communications should be in a neutral tone, informing the member.

On the Membership Secretary dashboard please use the "walks programmes" list if the information you are sending is solely about your walks, volunteering opportunities, social events or you are surveying your members. Just remember not to send any other promotional material with these communications.

Do not use this list if what you are sending includes other information, for example advertising, general information about your local campaigns or news about what's going on locally or further afield in the Ramblers. The ICO (Information Commissioner's Office) considers this marketing.

Sending group or area newsletters

If you are sending a newsletter which contains marketing then you must use the "Other mailings" list on the Membership Secretary dashboard.

As we mentioned above, marketing includes information about your local campaigns, advertising or news about what is going on locally or further afield.

The Insight Hub lets you get a list of all of your members who have given their consent to receive marketing by email or who we can send marketing to by post. If you are sending it by email make sure to include a way for people to unsubscribe, and if by post please include the below on your mailing:

Other communications with members

You'll need to contact members for other reasons too. If it's considered a contractual communication, you can contact them by post or email even if they've not given consent.

The following communications are considered contractual by the Ramblers:

- Walk programmes, including Ramblers social events information, member surveys and volunteer opportunities (no marketing messages)
- Contacting new members to welcome them
- Sending a reminder to existing members to renew their membership
- Sending AGM notices (use the AGM list on the Membership Secretary dashboard)
- Contacting members to let them know of a last-minute change in planned walks/activities, e.g. cancelled due to snow

For any marketing communications, please use the “newsletter” list on the Membership Secretary dashboard.

You can find more advice on using the Membership Secretary dashboard online (including useful training videos) and we also have advice for you on sending emails.

How do I update members’ contact details?

Please ask members to update their own details. It’s easy to do from the website or they can call the Supporter Care Team during office hours:

- Visit ramblers.org.uk and click on Sign in at the top of the screen
- Call 0203 961 3232
- Email membership@ramblers.zendesk.com

Keeping data safe

Keeping the data you collect safe and secure is really important. Here’s some tips:

- If another volunteer needs access to member lists (e.g. to send out your e-newsletter) we recommend they are **given access to the Membership Secretary dashboard**. Please let us know and we can add them as a Membership Secretary Support role.
- If you need to send data to another volunteer who doesn’t have access to the dashboard, make sure to either **password protect** the spreadsheet or send via a **secure link** which only they have access to, e.g. through Google Drive. Remember to remove any data they don’t need.
- When you are done with the files you have downloaded, make sure to **delete them from your computer**.
- Sending an email to members? We suggest you use a **mass email platform** to keep data safe, such as MailChimp. If you use Gmail, Outlook or similar make sure you always use the **BCC field**. Read more advice in our email guidance online.
- Make sure to keep any device holding data safe – password protect your computer and

remember to take it with you if you are out and about.

Data breaches and what to do

A data breach is when personal data is shared accidentally or intentionally, in an unauthorised way or in any way that's against the legislation. It's also when personal data is accidentally or unlawfully lost, changed or destroyed/deleted. Examples of data breaches include:

- Using the "to" or "cc" field when sending an email to your members, instead of a BCC
- Losing your computer which has member data on it, and that computer is not securely encrypted
- Changing a member's contact preferences when they didn't give permission

Report any data breaches immediately. We are legally obliged to report any "reportable" data breaches within **72 hours**. By reporting it as soon as you suspect something may have gone wrong, we can then work with you to find out what happened, what we need to do next and if it needs to be reported, we'll report to the ICO.

Just email details of what's happened to dataprotection@ramblers.zendesk.com giving your name and a phone number where we can contact you, and an explanation of what happened, when it happened, how many people are impacted and what data was impacted.

Further information

Any questions, data breaches or data concerns? Contact us on dataprotection@ramblers.zendesk.com

ATTACHMENT 6 - Treasurer's Report, February 2024

The issue reported last time regarding access to our bank accounts has now been resolved.

Expenditure:

£2,054 year to date

£2,600 anticipated at year-end

Reserves:

£2,759 in total (Main £836, Restricted £1,280, Self-funded £643).

Main reserves are anticipated to be 60% of unrestricted annual spend at year-end (target is between 40% & 100%).

Budgeting process:

Currently awaiting instructions from Head Office for 2024/25

The Treasurer requests the Committee's approval to consolidate our 3 bank accounts into one, to simplify reporting and cash flows. The 3 bank accounts currently are serving no purpose (we only use one for day-to-day activity), and do not align with the 3 separate reserve 'pots'. They are also potentially an administrative risk given the general competence level of UT Bank.

ATTACHMENT 7 – PROGRESS REPORT ON NATIONAL SAFETY PROJECT

Area Council/national update

- National Safety Project update “springtime”
- The final guidance document will be much shorter, 8 pages, based around 8 principles, and there will also be a summary, pocket sized, aiming to be simple and cutting out all the jargon and patronising wording!! These principles include a responsibility of the whole group for staying safe, planning walks in advance, and helping people come prepared.
- Risk assessments will no longer be mandatory, although it is hoped that leaders may still do risk assessments when appropriate for the type of walk (they are still required until the new approach is launched in the “spring”).
- On *technical* walks, (e.g. involving climbing, munroe type walking) the implication seems to be that there should be a first aid trained person present. This isn't the case for other types of walk, although it is encouraged.
- Regarding liability, there is no change to insurance requirements, they stressed that all volunteers are covered, and were always expected to take reasonable steps to ensure safety – this does not change with the safety on walks project.
- All new leaders registering on Assemble after the launch of the materials will need to do two on line courses, which are “Basics for walk leaders” and “Preventing and managing incidents”, about 90 minutes as well as reading the guidance.